# Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Operations        DATE: 10 May 1954

FROM : Chief, Foreign Documents Division

SUBJECT: FDD Monthly Progress Report - April 1954

## ADMINISTRATION

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1. As of 30 April the total personnel on duty was ███

2. ██████████ on loan to FDD from the DD/P area, is working as an analyst in Western World Branch.

3. ██████████ of the Technical Accounting Staff and ██████████ of the Budget Office visited FDD to make a survey of FDD accounting procedures. A simplification of accounting for unvouchered funds has resulted.

4. ████████████████████████████████ field recruiters, were briefed on FDD personnel needs.

## OPERATIONS

1. The 23rd, 24th, and 25th meetings of the Subcommittee on Exploitation of Foreign Language Publications were held 2, 9, and 30 April, respectively. The examination of the exploitation of scientific publications was continued. It was agreed that FDD would issue a biweekly compilation of scientific and technical news items from the Soviet Bloc press commencing 5 May 1954.

2. The Linguist Consultation Service processed 834 items during the month.

3. ██████████ FDD, assisted as Vietnamese language consultant at a joint G-2/G-3 conference in the Pentagon on special planning problems.

4. Commendations:

From Mr. Otto E. Guthe, Assistant Director, ORR, for the ██████████ report on development of communications in Poland.

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From Mr. Matthew Baird, Director of Training, to ▓▓▓▓▓▓▓ FDD, for his instruction of a class ▓▓ 25X6

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From ▓▓▓▓▓▓▓▓▓▓ Chief, Information Division, TSS, for expeditious treatment of a priority Bulgarian translation performed by ▓▓▓▓▓▓▓▓▓▓▓▓

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Also from ▓▓▓▓▓▓▓▓▓▓▓ FDD, for his report on the administrative divisions of Burma.

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From ▓▓▓▓▓▓▓▓▓ Chief, RQM/OIS, an appreciation for FDD Research Aid No. 2, "Communistic Perspective."

5. Liaison activities:

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▓▓▓▓▓▓▓▓▓▓▓▓▓ FDD, arranged with Mrs. Betty Naley, G-2, for FDD to borrow certain Soviet military publications from G-2 for exploitation by FDD.

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Captain Sachanen, Chief, Translation Section, Air Technical Information Center, conferred with ▓▓▓▓▓▓▓▓▓▓ ▓▓▓▓▓▓▓▓▓ FDD, on ATIC

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translation problems. As FDD could not administer a contract translation program for ATIC without additional positions for controlling it, FDD could not assist materially in this problem.

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▓▓▓▓▓▓▓▓ FDD, discussed with Mr. Richard Bauer, G-2, the preparation by FDD of periodic summaries of Bulgarian press articles on military matters. Because of personnel limitation FDD can comply only partially to this requirement.

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▓▓▓▓▓▓▓▓ FDD, discussed with Mrs. Elizabeth Sanderson, Office of Libraries and Intelligence Acquisition, State Department, the servicing of certain documents for use in an NIS report with the result that the latest and most complete information was made available.

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███████████████ Chief, FDD, conferred at the Library of Congress with Dr. Verner W. Clapp, Miss Lucille M. Morsch and several representatives of the Association of Research Libraries on the subject of transliteration of foreign languages. The FDD-prepared "Transliteration Handbook" was well supported but no conclusions were reached at this meeting.

6. Special services rendered:

Fifty-seven tape-recorded radio programs were checked for intelligibility for OSI.

Review and comment was furnished to State Department on NIS 19-52 on Hungary's governmental structure.

7. Significant reports:

*FDD Translation No. 332 -- Register of labor unions and federations in Indonesia, 1953

25X1A   *FDD Summary No. 137 -- Antimony mining in China

█████████ -- Problems of the Hungarian railroad car industry

█████████ -- World-wide railroad and highway developments,
16 Oct 53 - 28 Mar 54

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█████████ -- Military training in Vietnam

█████████ -- Notes on four Soviet scientific and technical periodicals unavailable 1 to 6 years

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█████████ -- News items on science in Orbit countries, No. 1

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Enclosures: 2
  Statistical Report on FDD Operations
  Details on Personnel Actions